




STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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STATE SUPERINTENDENT

**FISCAL YEAR 2013
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #10**

TO: Child and Adult Care Food Program Institutions

FROM: Kyle L. Guerrant, Director  3-26-13
Office of School Support Services

DATE: March 26, 2013

SUBJECT: **Child Nutrition Reauthorization 2010: Child and Adult Care Food Program Applications**

ACTION: **Effective for Fiscal Year 2014 Michigan Electronics Grant System Plus (MEGS+) Applications**

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, modified the requirements for the periodic submission of renewal applications by institutions participating in the Child and Adult Care Food Program (CACFP). The purpose of this memorandum is to provide guidance on the implementation of this modification to the CACFP, administered by the Michigan Department of Education (MDE).

Section 331(b) of the Act amended Section 17(d) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766(d)) with regard to institution application requirements in the CACFP. Under previous statutory and regulatory requirements, renewing institutions were required to re-apply at intervals of between 12 and 36 months after their initial application was approved by MDE. Section 331 of the Act stipulates that institutions will no longer be required to re-apply after submitting the initial application; rather, they will be required to submit annually information as described below.

Thus, the requirements set forth at 7 CFR §226.6(b)(1) for new institutions submitting an initial application remain unchanged. However, renewing institutions are no longer required to submit a renewal application. Instead, renewing institutions will be required to **annually** initiate a certification and information as listed below:

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March 26, 2013

- A single certification must be submitted that any information previously submitted to MDE to support all of the eligibility requirements set forth in 7 CFR §226.6(b)(2) for the institution, its facilities, and all of its current principals is current, or that the institution has submitted any changes or updates to MDE
- Updated licensing information for each independent center and facility participating in CACFP or certification that licensing information in the application is complete and correct. Unlicensed facilities must certify that facilities meet all health and safety requirements per 7 CFR §226.6(f)(1)(vi).
- Information as required for new fields in the application that have changed since the last certification
- Non-Profit Organizations and For-Profit Organizations:
 - Information on the independent governing board of directors. The governing board must meet regularly and have the authority to hire and fire the institution's executive director.
- Independent Centers:
 - Budget information will be submitted at the initial application and the amendments to the application as changes occur thereafter per 7 CFR §226.6(f)(1)(iv) and 226.6(f)(3)(iv)(A)
 - Submit several budget worksheets to support monthly budget costs. Independent centers will be required to submit the budget worksheets for Fiscal Year 2014 and update them as needed thereafter
 - Trainings will be scheduled for July and August 2013 to train institutions on the new budget worksheet format. More information will be sent in a future memorandum
- Sponsoring Organizations:
 - A budget for the upcoming year
 - Certification that training of all key staff has been conducted at least annually

All annual responsibilities contained in 7 CFR §226.6(f)(1) continue to apply. Additional information on the CACFP application/certification process will be issued when all details are final.

If you have any questions related to this memo, please contact CACFP at 517-373-7391.